



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT INSERVICE TRAINING	POLICY NO. 614.02	EFFECTIVE DATE 10/02/1989	PAGE 1 of 2
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 106.2 10/02/1989	ORIGINAL ISSUE DATE 01/11/1982	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To govern the Department of Mental Health (DMH) staff development and inservice training efforts. Programs will be developed as a result of long and short-range planning based upon Departmental, service area, and district programs and service goals and objectives. Planning will reflect needs for continuing staff development, Departmental needs for development of new skills and knowledge, affirmative action goals, changing mental health trends and requirements, and responsiveness to the community and service populations.

DEFINITIONS

- 2.1 Inservice training is defined as those specific training activities with the express purpose of preparing the staff of a particular department or unit to perform specific functions, tasks and procedures necessary for the operation and functions of that particular department or unit. All department employees are eligible for inservice training according to the needs of their specific assignments.

POLICY

- 3.1 The DMH policy is to enhance staff capabilities to meet changes and modifications in regulations, procedures, policy, service directives, and needs; and to prepare staff to carry out mandated requirements associated with their positions.
- 3.2 Supervisors are expected to work with employees to identify training needs and to notify the Departmental Training Division of those needs via memo to the Division's Chief so that appropriate inservice training may be provided. Supervisors may authorize or require an employee's attendance at any approved inservice training conducted within the DMH. The inservice training must be job related and should add significantly to his/her work performance. A request for time off for training is not deemed automatic, but rather is judged on anticipated benefit to the Department.
- 3.3 Inservice training may also be arranged by service areas and bureaus. Notification of this should be provided to the Training Development Division.



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PROCEDURE

- 4.1 For inservice training provided by the Training Development Division:
 - 4.1.1 The employee or supervisor must complete the appropriate application required by the Training Division of the Program Support Bureau.
 - 4.1.2 The employee must obtain the necessary approval and signature of authorized personnel to attend the training program.
- 4.2 All authorization must be obtained with sufficient lead time to allow supervisors to adjust work schedules.

AUTHORITY

Department of Mental Health Policy